

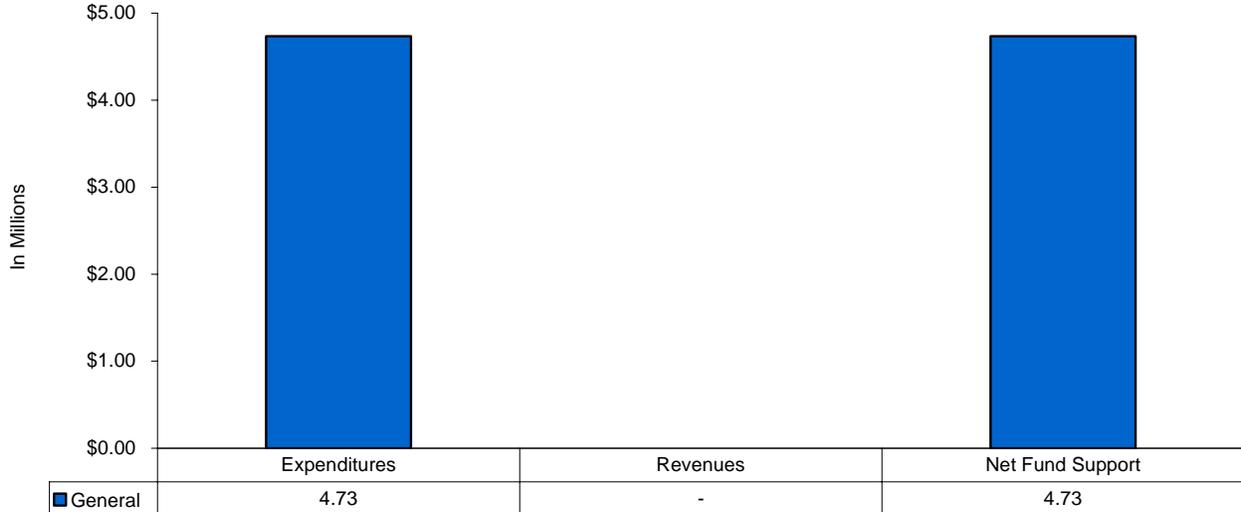
## *MAYOR AND CITY COUNCIL*

*To develop policy and legislative actions that provide a safe, healthy environment and a high quality of life for those who live, learn, work in and visit the city of Long Beach.*



## Summary by Character of Expense

### Proposed\* FY 06 Budget by Fund



The Mayor and City Council is an elected official department.

|  | Actual<br>FY 04 | Adopted*<br>FY 05 | Adjusted<br>FY 05 | ETC<br>FY 05 | Proposed*<br>FY 06 |
|--|-----------------|-------------------|-------------------|--------------|--------------------|
| <b>Expenditures:</b>                     |                 |                   |                   |              |                    |
| Salaries, Wages and Benefits             | 3,288,191       | 3,803,884         | 3,839,602         | 3,803,884    | 4,215,722          |
| Materials, Supplies and Services         | 316,245         | 232,623           | 241,743           | 241,743      | 272,088            |
| Internal Support                         | 284,706         | 276,203           | 276,203           | 276,203      | 242,947            |
| Capital Purchases                        | -               | -                 | -                 | -            | -                  |
| Debt Service                             | -               | -                 | -                 | -            | -                  |
| Transfers from Other Funds               | 15,859          | -                 | -                 | -            | -                  |
| Prior Year Encumbrance                   | -               | -                 | -                 | -            | -                  |
| <b>Total Expenditures</b>                | 3,905,000       | 4,312,710         | 4,357,548         | 4,321,830    | 4,730,757          |
| <b>Revenues:</b>                         |                 |                   |                   |              |                    |
| Property Taxes                           | -               | -                 | -                 | -            | -                  |
| Other Taxes                              | -               | -                 | -                 | -            | -                  |
| Licenses and Permits                     | -               | -                 | -                 | -            | -                  |
| Fines and Forfeitures                    | -               | -                 | -                 | -            | -                  |
| Use of Money & Property                  | -               | -                 | -                 | -            | -                  |
| Revenue from Other Agencies              | -               | -                 | -                 | -            | -                  |
| Charges for Services                     | -               | -                 | -                 | -            | -                  |
| Other Revenues                           | 1,250           | 1,250             | 1,250             | 1,250        | 1,250              |
| Interfund Services - Charges             | -               | -                 | -                 | -            | -                  |
| Intrafund Services - GP Charges          | -               | -                 | -                 | -            | -                  |
| Harbor P/R Revenue Transfers             | -               | -                 | -                 | -            | -                  |
| Other Financing Sources                  | -               | -                 | -                 | -            | -                  |
| Operating Transfers                      | -               | -                 | -                 | -            | -                  |
| <b>Total Revenues</b>                    | 1,250           | 1,250             | 1,250             | 1,250        | 1,250              |
| <b>Personnel (Full-time Equivalents)</b> | 52.17           | 53.13             | 53.13             | 53.13        | 54.10              |

\* Amounts exclude all-years carryover.

## Personal Services

| Classification                      | FY 04<br>Adopt<br>FTE | FY 05<br>Adopt<br>FTE | FY 06<br>Proposed<br>FTE | FY 05<br>Adopted<br>Budget | FY 06<br>Proposed<br>Budget |
|-------------------------------------|-----------------------|-----------------------|--------------------------|----------------------------|-----------------------------|
| City Mayor                          | 1.00                  | 1.00                  | 1.00                     | 106,678                    | 111,372                     |
| Administrative Aide I               | 3.00                  | 3.50                  | 4.00                     | 132,368                    | 142,722                     |
| Administrative Aide II              | 5.38                  | 3.00                  | 4.00                     | 125,823                    | 172,460                     |
| Administrative Analyst I            | 2.74                  | 3.24                  | 1.75                     | 180,250                    | 97,482                      |
| Administrative Analyst II           | 6.37                  | 4.97                  | 3.97                     | 323,488                    | 256,107                     |
| Administrative Analyst III          | 8.82                  | 9.82                  | 11.00                    | 676,741                    | 744,680                     |
| Administrative Intern-NC/H30        | -                     | 1.00                  | -                        | 20,880                     | -                           |
| Administrative Intern-NC/H36        | 0.15                  | -                     | -                        | -                          | -                           |
| Assistant Administrative Analyst I  | 2.00                  | 4.00                  | 3.00                     | 172,036                    | 127,731                     |
| Assistant Administrative Analyst II | 0.10                  | 0.10                  | 3.13                     | 5,459                      | 163,362                     |
| City Council Member                 | 9.00                  | 9.00                  | 9.00                     | 238,623                    | 250,489                     |
| Clerk I                             | -                     | 1.00                  | -                        | 23,935                     | -                           |
| Clerk Typist I                      | 0.11                  | 1.00                  | -                        | 24,881                     | -                           |
| Clerk Typist II                     | 1.00                  | 1.00                  | 1.00                     | 29,812                     | 29,812                      |
| Clerk Typist III                    | 2.00                  | 4.00                  | 5.00                     | 140,082                    | 165,680                     |
| Councilmanic Secretary              | 1.00                  | 1.00                  | 1.00                     | 63,504                     | 63,504                      |
| Executive Assistant-Mayor/Council   | 1.00                  | 1.00                  | 1.00                     | 75,070                     | 75,070                      |
| Legislative Assistant               | 8.50                  | 4.50                  | 5.25                     | 217,098                    | 249,036                     |
| <b>Subtotal Salaries</b>            | -----<br>52.17        | -----<br>53.13        | -----<br>54.10           | -----<br>2,556,728         | -----<br>2,649,508          |
| <b>Overtime</b>                     | ---                   | ---                   | ---                      | ---                        | ---                         |
| <b>Fringe Benefits</b>              | ---                   | ---                   | ---                      | 1,213,212                  | 1,468,190                   |
| <b>Administrative Overhead</b>      | ---                   | ---                   | ---                      | 97,342                     | 98,024                      |
| <b>Salary Savings</b>               | ---                   | ---                   | ---                      | (63,399)                   | -                           |
| <b>Total</b>                        | -----<br>52.17        | -----<br>53.13        | -----<br>54.10           | -----<br>3,803,884         | -----<br>4,215,722          |

## Key Contacts

---

Beverly O'Neill, Mayor

Bonnie Lowenthal, Councilmember, 1<sup>st</sup> District

Dan Baker, Councilmember, 2<sup>nd</sup> District

Frank Colonna, Councilmember, 3<sup>rd</sup> District

Patrick O'Donnell, Councilmember, 4<sup>th</sup> District

Jackie Kell, Vice-Mayor, 5<sup>th</sup> District

Laura Richardson, Councilwoman, 6<sup>th</sup> District

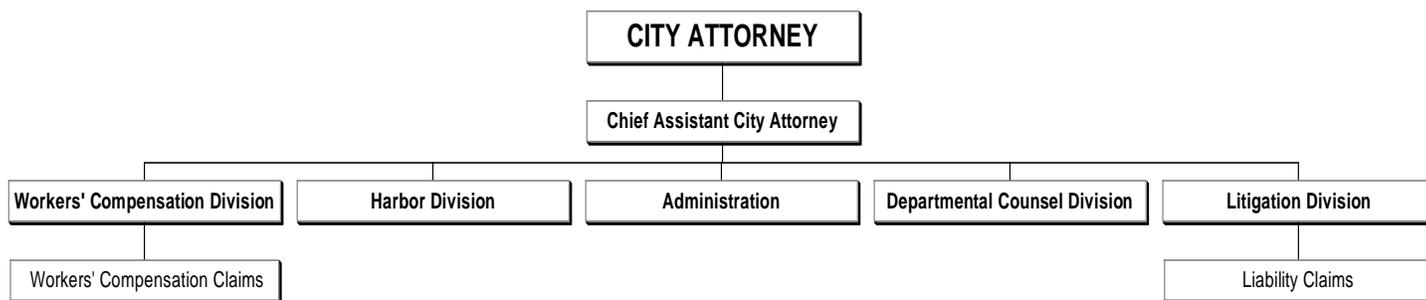
Tonia Reyes Uranga, Councilmember, 7<sup>th</sup> District

Rae Gabelich, Councilwoman, 8<sup>th</sup> District

Val Lerch, Councilmember, 9<sup>th</sup> District

333 W Ocean Boulevard, 14<sup>th</sup> Floor  
Long Beach, CA 90802  
Phone: (562) 570-6801  
Fax: (562) 570-6010  
[www.longbeach.gov](http://www.longbeach.gov)





# CITY ATTORNEY

*To provide strategic, creative, proactive legal counsel, services, structures and solutions as well as a streamlined, efficient service delivery process that supports our clients with reference to all of their functions, powers and duties under the City Charter and State and Federal laws and in the achievement of their goals.*

## Fiscal Year 2005 Accomplishments

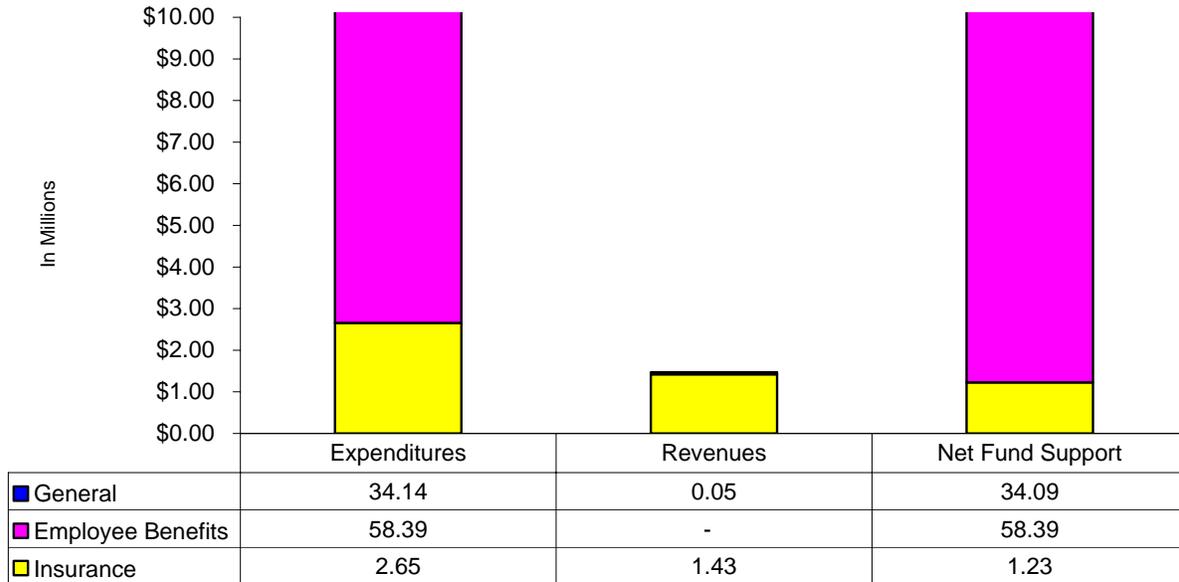
---

- For a list of accomplishments, please refer to the *City Attorney Annual Report* at:

[www.longbeach.gov/attorney](http://www.longbeach.gov/attorney)

## Summary by Character of Expense

### Proposed\* FY 06 Budget by Fund



|   | Actual<br>FY 04 | Adopted*<br>FY 05 | Adjusted<br>FY 05 | ETC<br>FY 05 | Proposed*<br>FY 06 |
|---|-----------------|-------------------|-------------------|--------------|--------------------|
| <b>Expenditures:</b>                    |                 |                   |                   |              |                    |
| Salaries, Wages and Benefits            | 6,667,525       | 7,952,772         | 7,952,772         | 6,696,355    | 8,571,334          |
| Materials, Supplies and Services        | 668,775         | 651,300           | 751,739           | 921,216      | 651,300            |
| Internal Support                        | 748,319         | 740,722           | 740,722           | 833,678      | 439,204            |
| Capital Purchases                       | -               | 34,107.00         | 34,107.00         | 34,107.00    | 34,107.00          |
| Debt Service                            | -               | -                 | -                 | -            | -                  |
| Transfers from Other Funds              | (159,498)       | (177,000)         | (177,000)         | (177,000)    | (177,000)          |
| Prior Year Encumbrance                  | -               | -                 | -                 | -            | -                  |
| <b>Total Expenditures</b>               | 7,925,120       | 9,201,901         | 9,302,340         | 8,308,356    | 9,518,945          |
| <b>Revenues:</b>                        |                 |                   |                   |              |                    |
| Property Taxes                          | -               | -                 | -                 | -            | -                  |
| Other Taxes                             | -               | -                 | -                 | -            | -                  |
| Licenses and Permits                    | -               | -                 | -                 | -            | -                  |
| Fines and Forfeitures                   | -               | -                 | -                 | -            | -                  |
| Use of Money & Property                 | -               | -                 | -                 | -            | -                  |
| Revenue from Other Agencies             | -               | -                 | -                 | -            | -                  |
| Charges for Services                    | -               | -                 | -                 | -            | -                  |
| Other Revenues                          | 169,865         | 147,500           | 147,500           | 179,000      | 147,500            |
| Interfund Services - Charges            | -               | -                 | -                 | -            | -                  |
| Intrafund Services - GP Charges         | -               | -                 | -                 | -            | -                  |
| Harbor P/R Revenue Transfers            | -               | -                 | -                 | -            | -                  |
| Other Financing Sources                 | -               | -                 | -                 | -            | -                  |
| Operating Transfers                     | -               | -                 | -                 | -            | -                  |
| <b>Total Revenues</b>                   | 169,865         | 147,500           | 147,500           | 179,000      | 147,500            |
| <b>Personnel (Full-time Equivalent)</b> | 75.00           | 75.00             | 75.00             | 75.00        | 76.75              |

\* Amounts exclude all-years carryover.

Note: The City Attorney has committed to leaving 4 of the 76.25 FY 06 budgeted staff positions vacant to assist with the City's budget crisis.

## Personal Services

| Classification                         | FY 04<br>Adopt<br>FTE | FY 05<br>Adopt<br>FTE | FY 06<br>Proposed<br>FTE | FY 05<br>Adopted<br>Budget | FY 06<br>Proposed<br>Budget |
|--|-----------------------|-----------------------|--------------------------|----------------------------|-----------------------------|
| City Attorney                          | 1.00                  | 1.00                  | 1.00                     | 200,149                    | 208,956                     |
| Assistant City Attorney                | 2.00                  | 2.00                  | 2.00                     | 320,465                    | 328,479                     |
| Business System Specialist V           | -                     | -                     | 0.50                     | -                          | 40,946                      |
| Chief Investigator                     | 1.00                  | 1.00                  | 1.00                     | 89,277                     | 93,740                      |
| Deputy City Attorney                   | 17.00                 | 18.00                 | 18.00                    | 2,013,768                  | 2,005,867                   |
| Executive Secretary - Confidential     | 2.00                  | 2.00                  | 1.00                     | 124,892                    | 61,523                      |
| Executive Secretary                    | -                     | -                     | 1.00                     | -                          | 64,789                      |
| Investigator III                       | 3.00                  | 3.00                  | 3.00                     | 232,896                    | 231,083                     |
| Legal Administrator                    | -                     | 1.00                  | 1.00                     | 81,145.12                  | 88,609                      |
| Legal Assistant                        | 3.00                  | 3.00                  | 3.00                     | 166,911                    | 169,206                     |
| Legal Assistant I                      | 1.00                  | 1.00                  | 1.00                     | 45,819                     | 37,595                      |
| Legal Assistant II                     | 2.00                  | 1.00                  | 1.00                     | 48,174                     | 48,174                      |
| Legal Assistant III                    | 7.00                  | 7.00                  | 7.00                     | 379,550                    | 349,779                     |
| Legal Assistant IV                     | 4.00                  | 5.00                  | 5.00                     | 287,351                    | 281,741                     |
| Legal Assistant - Subrogation          | 1.00                  | 1.00                  | 1.00                     | 60,343                     | 63,360                      |
| Legal Office Assistant                 | 2.00                  | 2.00                  | 2.00                     | 78,116                     | 70,791                      |
| Legal Office Specialist                | 1.00                  | 1.00                  | 1.00                     | 41,081                     | 41,081                      |
| Legal Records Assistant                | 2.00                  | 2.00                  | 2.00                     | 69,896                     | 71,940                      |
| Legal Records Management Supervisor    | 1.00                  | 1.00                  | 1.00                     | 62,970                     | 62,970                      |
| Legal Records Specialist               | 1.00                  | 1.00                  | 1.00                     | 39,058                     | 38,977                      |
| Liability Claims Assistant II          | 1.00                  | 1.00                  | 1.00                     | 45,819                     | 38,379                      |
| Manager - Workers' Compensation        | 1.00                  | 1.00                  | 1.00                     | 83,666                     | 87,013                      |
| Office Manager - Attorney              | 1.00                  | 0.00                  | 0.00                     | -                          | -                           |
| Office Specialist                      | -                     | -                     | 0.25                     | -                          | 18,280                      |
| Paralegal                              | 2.00                  | 2.00                  | 2.00                     | 131,117                    | 131,117                     |
| Principal Deputy City Attorney         | 3.00                  | 3.00                  | 3.00                     | 423,239                    | 440,169                     |
| Senior Deputy City Attorney            | 1.00                  | 0.00                  | 0.00                     | -                          | -                           |
| Senior Workers' Comp Claims Examiner   | 2.00                  | 2.00                  | 2.00                     | 145,662                    | 140,160                     |
| Workers' Comp Administrative Assistant | 1.00                  | 1.00                  | 1.00                     | 62,728                     | 60,901                      |
| Workers' Comp Claims Assistant         | 2.00                  | 2.00                  | 2.00                     | 112,779                    | 111,810                     |
| Workers' Comp Claims Examiner          | 3.00                  | 3.00                  | 4.00                     | 199,906                    | 253,214                     |
| Workers' Comp Office Assistant I       | 4.00                  | 4.00                  | 4.00                     | 120,841                    | 122,078                     |
| Workers' Comp Office Assistant II      | 3.00                  | 3.00                  | 3.00                     | 111,729                    | 117,538                     |
| <b>Subtotal Salaries</b>               | -----<br>75.00        | -----<br>75.00        | -----<br>76.75           | -----<br>5,779,350         | -----<br>5,880,268          |
| <b>Overtime</b>                        | ---                   | ---                   | ---                      | 33,140                     | 33,140                      |
| <b>Fringe Benefits</b>                 | ---                   | ---                   | ---                      | 2,317,957                  | 2,859,370                   |
| <b>Administrative Overhead</b>         | ---                   | ---                   | ---                      | 241,330                    | 217,562                     |
| <b>Salary Savings</b>                  | ---                   | ---                   | ---                      | (419,005)                  | (419,005)                   |
| <b>Total</b>                           | -----<br>75.00        | -----<br>75.00        | -----<br>76.75           | -----<br>7,952,772         | -----<br>8,571,334          |

Note - The FY 06 Salary Savings denote 4 positions that will be kept vacant during the year to assist with the City's budget crisis.

## Key Contacts

---

Robert E. Shannon, City Attorney

Heather A. Mahood, Chief Assistant City Attorney

Michael J. Mais, Assistant City Attorney

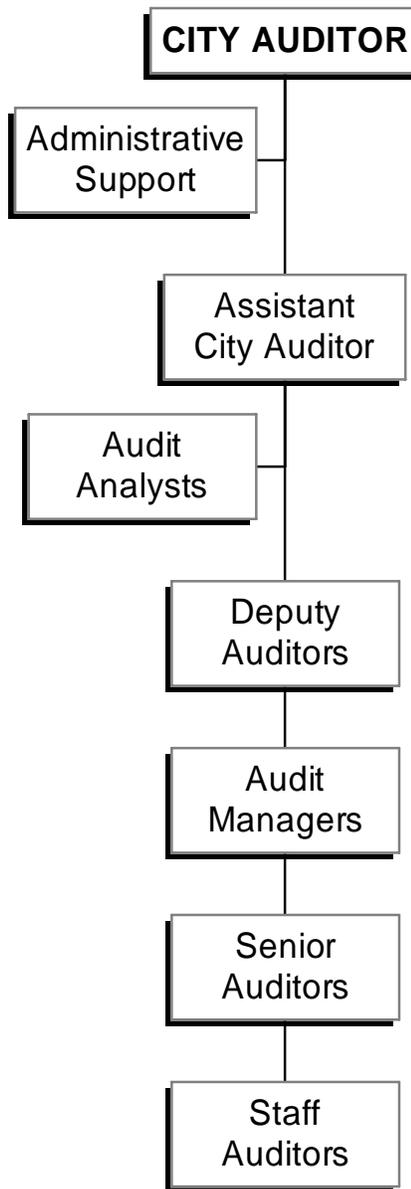
Dominic T. Holzhaus, Principal Deputy

Belinda R. Mayes, Principal Deputy

Barbara D. DeJong, Principal Deputy

333 W Ocean Boulevard  
11<sup>th</sup> Floor  
Long Beach, CA 90802  
Phone: (562) 570-2200  
Fax: (562) 436-1579  
[www.longbeach.gov/attorney](http://www.longbeach.gov/attorney)





## ***CITY AUDITOR***

*The mission of the City Auditor's Office is to protect the public's interest and assets; ensure City resources are used to provide optimum benefits to the City's residents; enable the public's trust in City financial information; and, improve the quality of, and confidence in, City decision making.*

# Department Goals

---

**Goal 1** Protect the public interest and promote good government

**Program**

Analytic Analysis

Apply professional audit services to the City that enhance revenues and identify efficiency improvements. This program includes the following services:

- Economic Analysis of significant transactions and business deals
- Financial Auditing
- Fraud Investigations
- Internal Control Reviews
- Operational Audits
- Revenue Audits
- Strategic Planning

**Goal 2** Audit all disbursements as required by the City Charter

**Program**

Audit all pending payment vouchers for compliance with City policies and regulations

Strive to provide next day approval on all payment vouchers submitted

**Goal 3** Audit cash and investments as required by the City Charter

**Program**

Audit the City treasury once each quarter as required by the City Charter

**Goal 4** Perform the Annual Financial Audits as required by the City Charter

**Program**

Perform the annual financial audit of the City and its financial component units

# Fiscal Year 2005 Accomplishments

---

## Business Growth and Workforce Development

- For the first nine months of Fiscal Year 2005:
  - Published 33 audit reports resulting in recommendations and claims of approximately \$8 million for the City and \$20 million for the State of California
  - Provided professional advisory and consulting services to the City Council and management
  - Contributed hundreds of hours in professional staff time to participate on optimization committees
- For the first nine months of FY 05, audited 88,672 payment vouchers totaling \$327 million and issued 352 audit exceptions totaling \$4.5 million
- Audited the City's \$1.3 billion treasury each quarter to ensure the City's investments are in compliance with the State Government Code and City investment policy to ensure they were properly safeguarded with no exceptions noted
- Audited the City's Comprehensive Annual Financial Report and 13 component unit financial statements and found no material misstatements of financial information presented by management

# Challenges and Opportunities

---

## Opportunities

- Annually, the City Auditor's recommendations and claims for outstanding revenue exceed the cost of the Office several times over. Expanding the number of auditors has traditionally increased the recoveries and efficiencies. Auditing pays.

## Challenges

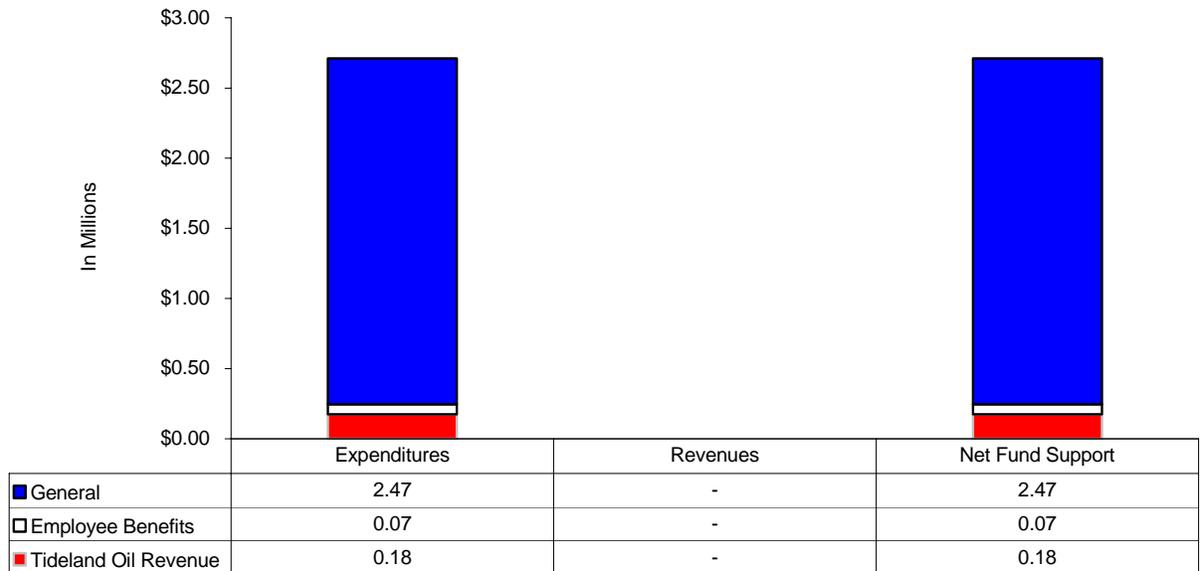
- As organizations are downsized and struggle with change and financial hard times, the risk that error or misappropriation occurs and that it could go undetected increases.

## Notes

- The City Auditor is independently elected and is, by City Charter, not under the authority of the City Manager or City Council. All audits are conducted based on the professional judgment of the City Auditor and his professional staff in accordance with Generally Accepted Auditing Standards.

## Summary by Character of Expense

**FY 06 Proposed Budget by Fund**



|  | Actual<br>FY 04 | Adopted<br>FY 05 | Adjusted<br>FY 05 | Estimated<br>FY 05 | Proposed<br>FY 06 |
|--|-----------------|------------------|-------------------|--------------------|-------------------|
| <b>Expenditures:</b>                     |                 |                  |                   |                    |                   |
| Salaries, Wages and Benefits             | 1,781,567       | 2,142,749        | 2,142,749         | 2,097,621          | 2,271,624         |
| Materials, Supplies and Services         | 148,788         | 320,000          | 370,294           | 166,344            | 340,294           |
| Internal Support                         | 111,258         | 109,241          | 109,241           | 100,165            | 99,537            |
| Capital Purchases                        | -               | -                | -                 | -                  | -                 |
| Debt Service                             | -               | -                | -                 | -                  | -                 |
| Transfers from Other Funds               | -               | -                | -                 | -                  | -                 |
| Prior Year Encumbrance                   | -               | -                | -                 | -                  | -                 |
| <b>Total Expenditures</b>                | 2,041,612       | 2,571,990        | 2,622,285         | 2,364,130          | 2,711,455         |
| <b>Revenues:</b>                         |                 |                  |                   |                    |                   |
| Property Taxes                           | -               | -                | -                 | -                  | -                 |
| Other Taxes                              | -               | -                | -                 | -                  | -                 |
| Licenses and Permits                     | -               | -                | -                 | -                  | -                 |
| Fines and Forfeitures                    | -               | -                | -                 | -                  | -                 |
| Use of Money & Property                  | -               | -                | -                 | -                  | -                 |
| Revenue from Other Agencies              | -               | -                | -                 | 12                 | -                 |
| Charges for Services                     | -               | -                | -                 | -                  | -                 |
| Other Revenues                           | 250             | -                | -                 | -                  | -                 |
| Interfund Services - Charges             | -               | -                | -                 | -                  | -                 |
| Intrafund Services - GP Charges          | -               | -                | -                 | -                  | -                 |
| Harbor P/R Revenue Transfers             | -               | -                | -                 | -                  | -                 |
| Other Financing Sources                  | -               | -                | -                 | -                  | -                 |
| Operating Transfers                      | -               | -                | -                 | -                  | -                 |
| <b>Total Revenues</b>                    | 250             | -                | -                 | 12                 | -                 |
| <b>Personnel (Full-time Equivalents)</b> | 22.00           | 22.00            | 22.00             | 22.00              | 22.00             |

Note: The City Auditor has committed to leaving 3 of the 22 FY 06 budgeted staff positions vacant to assist with the City's budget crisis.

## Personal Services

| Classification  | FY 04<br>Adopt<br>FTE | FY 05<br>Adopt<br>FTE | FY 06<br>Prop<br>FTE | FY 05<br>Adopted<br>Budget | FY 06<br>Proposed<br>Budget |
|---|-----------------------|-----------------------|----------------------|----------------------------|-----------------------------|
| City Auditor  | 1.00                  | 1.00                  | 1.00                 | 154,758                    | 161,568                     |
| Assistant City Auditor  | 1.00                  | 1.00                  | 1.00                 | 141,462                    | 144,851                     |
| Audit Analyst   | 3.00                  | 3.00                  | 3.00                 | 143,321                    | 131,398                     |
| Audit Manager   | 3.00                  | 3.00                  | 3.00                 | 262,924                    | 264,182                     |
| Deputy City Auditor   | 3.00                  | 3.00                  | 3.00                 | 325,633                    | 331,416                     |
| Executive Secretary   | 2.00                  | 2.00                  | 2.00                 | 122,400                    | 120,047                     |
| Senior Auditor  | 4.00                  | 4.00                  | 5.00                 | 257,832                    | 314,289                     |
| Staff Auditor   | 5.00                  | 5.00                  | 4.00                 | 246,230                    | 186,479                     |
| <b>Subtotal Salaries</b>  | -----<br>22.00        | -----<br>22.00        | -----<br>22.00       | -----<br>1,654,559         | -----<br>1,654,230          |
| <b>Overtime</b>   | ---                   | ---                   | ---                  | ---                        | ---                         |
| <b>Fringe Benefits</b>  | ---                   | ---                   | ---                  | 665,417                    | 796,383                     |
| <b>Administrative Overhead</b>  | ---                   | ---                   | ---                  | 62,969                     | 61,206                      |
| <b>Salary Savings</b>   | ---                   | ---                   | ---                  | (240,195)                  | (240,195)                   |
| <b>Total</b>  | -----<br>22.00        | -----<br>22.00        | -----<br>22.00       | -----<br>2,142,749         | -----<br>2,271,624          |
| <p>Note: The City Auditor has committed to leaving 3 of the 22 FY 06 budgeted staff positions vacant to assist with the City's budget crisis.</p> |                       |                       |                      |                            |                             |

## Key Contacts

---

Gary L. Burroughs, CPA, City Auditor

J.C. Squires, CPA, Assistant City Auditor

Sam Joumblat, CIA, Deputy City Auditor

Kathleen M. O'Connell, CPA, Deputy City Auditor

Janet E. Sutter, CIA, Deputy City Auditor

333 W Ocean Boulevard, 8<sup>th</sup> Floor  
Long Beach, CA 90802  
Phone: (562) 570-6751  
Fax: (562) 570-6167  
[www.longbeach.gov/auditor](http://www.longbeach.gov/auditor)

